

REQUEST FOR QUALIFICATIONS

ARCHITECTURAL/ENGINEERING SERVICES



June 26, 2015

DUE DATE: September 22, 2016

**City of Celina, Texas
142 N. Ohio
Celina, Texas 75009**

CITY OF CELINA, TEXAS
REQUEST FOR PROPOSALS FOR ARCHITECTURAL/ENGINEERING
SERVICES

I. INTRODUCTION

A. General Information

1. The City of Celina, Texas (the “City”) is accepting Qualifications from qualified Professional Service firms for the purpose of entering into a consulting services agreement to provide Architectural/Engineering Services for the expansion of Old Celina Park.

2. For further information concerning this Project, interested persons may contact the Administrative Services Manager, Michael Montgomery, at the following e-mail and physical address:

City of Celina, Texas
Attn: Michael Montgomery
142 N. Ohio
Celina, Texas 75009
mmontgomery@celina-tx.gov

3. Interested firms must submit their Qualifications including the following material by Thursday, September 22nd at 3pm to be considered:

- (a) One (1) original and six (6) copies of the proposal;
- (b) Qualifications should be sent or hand-delivered. The completed qualifications to the following address in a sealed envelope labeled “Statement of Qualifications: Architectural/Engineering Services for Old Celina Park Expansion.” All qualifications will be retained by the City and will not be returned. Address the proposal to:

City of Celina, Texas
Attn: Michael Montgomery
142 N. Ohio
Celina, Texas 75009

4. The City reserves the right to reject any or all qualifications submitted. There is no expressed or implied obligation for the City to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

5. The City reserves the right to retain all qualifications submitted and to use any ideas in a proposal regardless of whether or not that qualification is selected.

6. Qualifications will be evaluated by a Qualifications Evaluation Committee chosen by the City Manager. During the evaluation, the Committee and the City may request additional information. Furthermore, the City or the Committee may request firms submitting qualifications to make oral presentations and discuss their qualifications and expertise.
8. A selection committee will review the qualifications based on the above-mentioned information. The committee will rank the responsive qualifications and compile a short list of Consultants for further consideration. Short-listed Consultants will be contacted and invited to an interview with the selection committee. During the interview, the Consultant will make a presentation (maximum of 30 minutes) to the selection committee followed by questions from the committee. Once a firm is selected, a fee proposal will be requested for negotiation.
9. All questions must be submitted in writing to Michael Montgomery no later than Monday, September 19th at 5pm.

II. SCOPE OF SERVICES/PROPOSAL/SCORING

The City of Celina, Texas (City) will be constructing a park expansion for sports facilities on this property. The City is seeking a firm to provide a conceptual plan for public presentation and input, and then final design for bid documents complete with construction design and specifications.

Through this Request for Qualifications (RFQ), the City will evaluate firms with expertise in park design, especially as related to active recreation. Through the RFQ process, the City will evaluate candidates' past experience with municipalities of similar size, including experience of innovative ideas, past collaboration with the City of Celina, work as a consultant team in the past, incorporating public input and the demographic needs within the design.

The City of Celina is seeking a grant for a "shovel ready" project to be bid-ready by June of 2017. The selected firm will work with the City staff during the design phase, to develop the conceptual design, to develop plans and specifications, to ensure the feasibility and constructability of the Project design, and to assist in bringing the estimated construction cost of the Project within reasonably accepted industry standard costs.

The selected firm will prepare construction documents for the project and will have full responsibility for complying with the requirements of Chapter 1051, Subtitle B of the Texas Occupations Code (Regulation of Architecture and Related Practices).

A. Project Scope:

- 1) Following formal selection by the City, the Consultant's scope of services is to provide a complete design, from concepts through Construction Administration, for all features in the park limits. The following are work tasks assumed necessary to complete this project.
 - Meet with City staff, and the City's representatives, to review the scope of the projects, establish design standards, and become familiar with any concerns.
 - Conduct a site analysis against the City selected program to identify opportunities and constraints.
 - Prepare concept options for review and presentation in a public forum.
 - Develop a selected concept through Schematic Design with input from City staff, including estimates of probable construction cost. This Schematic Design will likely be presented for review in a public forum.
 - Finalize design documentation with input from City Staff through final construction documents. Consultant shall provide all necessary specialty design consultants to complete the design of bid-ready documents.
 - Assist the City in advertising and publically bidding the work, including checking Consultant references and qualifications.
 - Assist the City with Construction Administration services through final project acceptance.
 - Provide the City with "As-Built" plan documents.
- 2) The work does not include inspection services and materials testing services necessary for City's acceptance of the Project, which will be performed under a separate contract with an independent provider engaged directly by the City.

B. Project Schedule:

- 1) The City intends to seek a grant to assist in funding the proposed improvements. In order to do so, the Consultant will assist the City in

pursuing the grant with plans and estimates developed during the Design phase of work.

2) The final Construction Documents must be completed by June 1 of 2017.

C. Format of Response:

- 1) Each potential Consultant shall, at a minimum, provide the following information for use by the City in selection of the preferred Consultant:
 - Introduction letter, signed by an officer of the company, certifying that the scope of the RFQ is understood and that Respondent complies with the requirements within it. (1 page maximum)
 - General firm overview that describes the ownership structure, office locations, staff by type, years in business and services offered. If Consultants are proposed, the same information shall be required. (3 pages maximum)
 - An organizational chart showing key staff members for each position required, including consultants. (1 page maximum)
 - Experience with differing project delivery methods with a specific example of each similar in scope and type to the proposed project. (2 pages maximum)
 - Project approach describing the firm's recommendations for project execution. (2 pages maximum)
 - Up to 3 examples of projects of similar scope, type and duration. Include the following information for each: (3 pages maximum)
 - Year completed (or anticipated completion)
 - Construction budget
 - Team members in key roles also proposed for this RFQ.
 - A list of specific project experience directly for the City of Celina within the past 5 years. A second list of projects for any client within the City of Celina within the past 5 years. (2 page maximum)
 - Proposed project schedule meeting the key dates previously discussed. (1 page maximum)
 - An appendix with the following:
 - Resumes of key task leaders. (1 page maximum per person in the organizational chart)
 - Three references from clients of similar work, including name, title, phone number and email. (1 page maximum)
 - Firm MBE/SBE/DBE/HUB certificates, if any. (no maximum)

- Acknowledged addenda to the RFQ issues by the City. (no maximum)

2) “Page” shall be defined as one 8 ½”x11” sheet, printed on one side, with a minimum font size of 10 pt.

D. Scoring of the RFQ:

1) The City will review each Statement of Qualifications for content and score each according to the following criteria:

- Consultant’s ability to provide the services required related to tools, location, specialties and structure:
 - 20 points
- Project approach:
 - 30 points
- Similar project examples:
 - 30 points
- Work experience for and within the City of Celina:
 - 10 points
- Proposed schedule:
 - 5 points
- MBE/SBE/HUB:
 - 5 points

Following the scoring of each SOQ, the City may, at its discretion, make a selection or request interviews of leading Consultant teams for further evaluation.

III. Site Exhibit



EXHIBIT A – 19 acres